

GRANT WRITING CONSULTING SERVICES

RFP NO. 17-07

January 5, 2017

1. The RFP instructions say the Proposer must provide latest audited financial statements. This information is highly confidential and RFP responses can be made public. Is this something that has to be provided with the RFP response, or can an overall statement of financial stability be provided in a statement and signed by the company owner? **Yes, audited financial statements are to be provided. Audited financial statements shall be stamped confidential, included only in the original proposal and shall be mailed back to the Proposer.**

2. I just have one request for clarification on the RFP. On the top of Page 4, what do you mean by "issues" in section b. under Company Experience and Capabilities? Are you referring to issue areas (criminal justice/behavioral health/etc) or issues as in a concern or something that needs to be resolved with a client? **Issues that need to be resolved with the client.**

3. Whether companies from Outside USA can apply for this? **Yes, so long as consultant staff are willing to meet with City staff at Costa Mesa City Hall on a monthly basis.**

4. Whether we need to come over there for meetings? **Yes, Meetings will be held with City staff at Costa Mesa City Hall.**

5. Can we perform the tasks (related to RFP) outside USA? **Personal, face-to-face meetings will be required. So yes, if you are willing to travel to Costa Mesa on a monthly basis.**

6. Can we submit the proposals via email? **Hard copies only.**

7. Does the Vendor Application Form include the "Names & Titles of Corporate Board Members?" Or is that a separate attachment for another section? **The requested information should be listed on page 25 of the RFP.**

8. The document with "Names & Titles of Corporate Board Members" at the top of the page, is that an attachment that falls within the seven sections listed on the top of Page 6 of the RFP (also listed below)? **These are forms under Appendix B, pages 24-31 found in the RFP.**

1. Vendor Application Form
2. Company Profile & References
3. Ex Parte Communications Certificate
4. Cost Proposal
5. Disclosure of Government Positions
6. Disqualifications Questionnaire
7. Staffing Plan

9. With the 20-page limit, does that include or exclude the following attachments: vendor application form; company profile & references; ex parte communications certificate; disclosure of government positions; disqualifications questionnaire; and staffing plan? The RFP says that it excludes table of contents, tables, charts, graphic exhibits, and pricing forms. **Excludes the forms.**

10. The RFP stipulates where the vendor application form and the cost proposal must be placed in the proposal. Where should we place the company profile & references, ex parte communications certificate, disclosure of government positions, disqualifications questionnaire, and staffing plan? Should they be included as an appendix? **They can be included as an appendix.**

11. We are eager to bid on RFP No. 17-07 GRANT WRITING CONSULTING SERVICES and believe that our collective decades of experience will be of tremendous value to the City of Costa Mesa. We are a start up firm and officially launched three months ago which leaves us without financial statements as requested in the RFP. We are writing to determine if there is a list of items that meet the "financial references" requirement or if the City has a specific suggested item? **In the RFP under, Section I. General Information, paragraph five, "The successful Proposer shall have at least five years of prior experience on similar types of projects."**

12. Under the "Qualifications" section, on RFP Page 5, it asks for the "names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work." Would you like for us to provide case studies here? And would the "key staff" be those that are proposed to work with the City on this scope of work? **Yes.**

13. Per RFP Page 25, if we do not have corporate board members, would we just list those that have written authorization/resolution to sign contracts (this would be our President, Christopher Townsend)? **Yes** Or is that page for public entities only?